



SCHOOL INFORMATION

WebGrants User Guide

Updated: JUNE 17, 2004

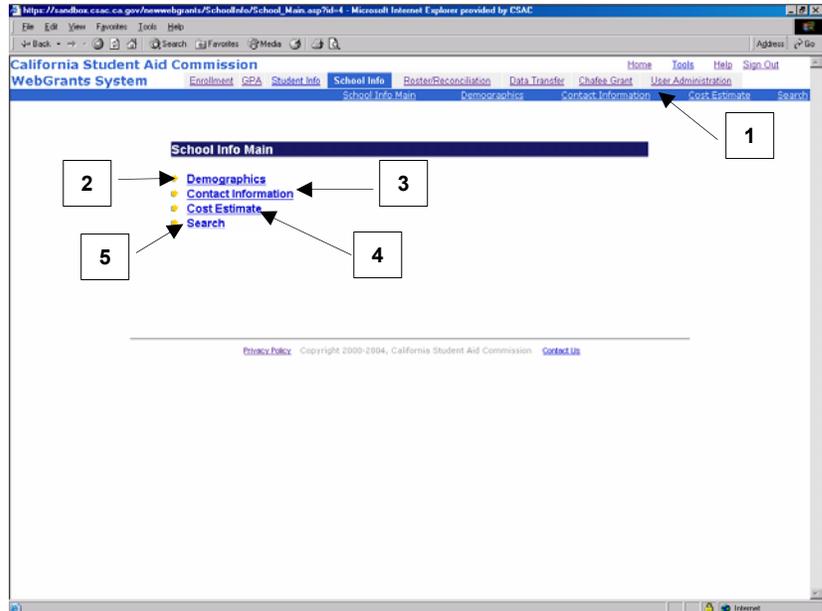
SCHOOL INFO MAIN PAGE

Purpose

The School Information area of WebGrants is the portal for viewing and modifying information about schools currently participating in the Cal Grant program. Information available for viewing and/or modification include the school's demographic information, contact list, and college cost estimates.

Page Elements

- 1. School Info Navigation Bar** This shortcut navigation bar contains links to all pages within the School Information area of WebGrants.
- 2. Demographics** Link to the School Demographics Page where users can view and modify demographic information for their school (see page 3).
- 3. Contact Information** Link to the School Contact Information Page where users can view and modify Cal Grant contact information for their school (see page 5).
- 4. Cost Estimate** Link to the Cost Estimate Page where users can view and modify the program budgets used to determine award eligibility for students at their school (see page 7).
- 5. Search** Link to the School Search page where users can search for eligible California schools that participate in the Cal Grant program (see page 10).



Access

This page can be accessed by clicking on the [School Info Main](#) link in the Options box on the Home Page or by clicking on the [School Info Main](#) link in the WebGrants Navigation Bar located in the upper right of all WebGrants pages.

SCHOOL INFO MAIN PAGE

Page Functions

Navigate to all other pages within the School Information area of WebGrants

The main page of each WebGrants area contains links to the pages included in that area. In addition, each area within WebGrants has its own submenu navigation bar that is located in the blue bar directly under the WebGrants Navigation Bar. This submenu navigation bar allows the user to move from page to page within the same area of WebGrants without continually going through the Main Page of each area.

Click the [Demographics](#) link to view the Demographics Page (see page 3).

OR

Click the [Contact Information](#) link to view the School Contact Information page (see page 5).

OR

Click the [Cost Estimate](#) link to view the School Cost Estimate page (see page 7).

OR

Click the [Search](#) link to view the School Search page (see page 10).

OR

Click a link on the School Info navigation bar to view the indicated page.

School Demographics Page

Purpose

The School Demographics Page allows users to view and modify address, phone and email information for their school. The changes are submitted to CSAC for approval. If CSAC accepts the changes, then the database will be updated with the new information. Changes may require that additional documentation be submitted prior to approval.

Page Elements

1. **School ID** The Federal OPE-ID code of the institution or branch campus for which the demographics are displayed.
2. **Demographic Information** Primary physical address and primary phone number and email for the school or branch campus associated with ID number displayed in the School ID field.
3. **Source of Change** WebGrants User ID of the individual who submitted the last demographic change request.
4. **<Submit to CSAC for Approval> Button** After modifying any fields on the page, this button must be clicked to save changes for review by CSAC prior to acceptance.
5. **<Reset> Button** Click here to remove any modifications made to any fields on the page. This button will only work if the <Submit to CSAC for Approval> button has not yet been clicked.
6. **Demographics History** Displays historical demographic information for school displayed including date the change was made and the ID of the user who keyed the change request.

California Student Aid Commission
WebGrants System

Navigation: GPA, Student Info, School Info, Roster/Reconciliation, Home, Data Transfer, Sign Out, Help Center, School Info Main, Demographics, Contact Information, Cost Estimate

Institution Demographics for SAINT MARY'S COLLEGE OF CALIF

All changes to this screen require approval by CSAC.
You and your school's system administrator will be notified via e-mail when the update is completed.
When a change is pending, the new data will appear but will not be used. The prior data will appear below.

School ID = 00130200

SAINT MARY'S COLLEGE OF CALIF
Address 1: 1528 SAINT MARY'S ROAD
Address 2: MORAGA
City: MORAGA
State: CA Zip: 94575-0744
Phone: (925) 3631-4370
Contract Date: 09/01/1978
Segment 06 - PRIVATE FOUR YEAR AND PRIVATE GRADUATE
Source of Change: [User ID]

Buttons: Submit to CSAC for Approval, Reset

Previous Data	Region Data	Source of Change	Change Date
SAINT MARY'S COLLEGE OF CALIF 1528 SAINT MARY'S ROAD MORAGA, CA 94575-0744 (925)3631-4370			23-JUN-03

Footer: Ethics Policy, Copyright 2005-2003, California Student Aid Commission, Contact Us

Access

The School Demographic Page can be accessed by clicking the [Demographics](#) link on the School Information Main Page (see page 2) or by clicking the [Demographics](#) link on the blue submenu navigation bar.

School Demographics Page

Page Functions

Update the Current Demographic Information for a School or Branch Campus

1. Select the School code for the school or branch campus for which to display demographics from the **School ID** drop down box.
2. Click the <Go!> button
 - The selected school's demographic information will populate the page
3. Overwrite the old information with the new in the appropriate field
4. Click the <Submit Changes> button
 - A pop-up message will appear notifying the user that changes have been submitted and pending changes must be accepted by CSAC before GDS will be updated. When the school submits a change an email notification is sent to CSAC. When the change is approved, a return email is sent to both the user and the system administrator at the school confirming the change has been processed.

School Contact Information Page

Purpose

The School Contact Information page replaces the IID screen on Legacy WebGrants. This page allows users to enter changes to school contact information. The changes are submitted to CSAC for approval. If CSAC accepts the changes, then the database will be updated with the new information.

Page Elements

- School ID** The Federal OPE-ID code of the institution or branch campus for which the contact information is displayed.
- Contacts Table** Lists the appropriate on campus contacts for the different functions of Cal Grant administration.
- Modify Fields** Once a contact is selected for change, these fields will update with the contacts demographic information so the user can request modifications.
- Source of Change** WebGrants User ID of the individual who submitted the last demographic change request.
- <Submit to CSAC for Approval> Button** After modifying any fields on the page, this button must be clicked to save changes for review by CSAC prior to acceptance.
- <Remove Pending Transactions> Button** After modifying any fields on the page and then clicking the <Submit to CSAC for Approval> button, this button must be clicked to retract the requested changes before they are reviewed by CSAC.
- <Reset> Button** Click here to remove any modifications made to any fields on the page. This button will only work if the <Submit to CSAC for Approval> button has not yet been clicked.

Select	Pending Trans	Contact Title	Contact Name	Title	Address	Phone	Email
<input type="checkbox"/>	No	EFT COORDINATOR					
<input type="checkbox"/>	No	FINANCIAL AID OFFICER					
<input type="checkbox"/>	No	FISCAL OFFICER					
<input type="checkbox"/>	No	REGISTRAR					

EFT COORDINATOR

Name: _____ Title: _____
Address 1: _____ Address 2: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail: _____
Source of Change: CSAC

Access

The School Contact Information Page can be accessed by clicking the [Contact Information](#) link on the School Information Main Page (see page 2) or by clicking the [Contact Information](#) link on the blue submenu navigation bar.

School Contact Information Page

Page Functions

Update the Current Contact Information for a School or Branch Campus

1. Type the school code of the school or branch campus for which to display contact information in the **School ID** field
2. Click the <Go!> button
 - ➔ The selected school's information will populate the page
3. Select the contact information to change by clicking the corresponding box in the Select column of the **Contacts Table** (see figure 6-1).
4. Click the <Change Selected Contact> button
 - ➔ The Modify Fields below the <Change Selected Contact> button will populate with the selected contact's demographic information.
5. Overwrite the old information with the new in the appropriate fields
 - ➔ to reset the fields being modified back to their original values, **before** clicking the <Submit Changes to CSAC for Approval> button, click the <Reset> button. NOTE: after clicking the <Reset> button, the "Select" box will revert back to the first contact listed on the screen.
6. Click the <Submit Changes> button
 - ➔ A pop-up message will appear notifying the user that changes have been submitted and pending changes must be accepted by CSAC before GDS will be updated. When the school submits a change an email notification is sent to CSAC. When the change is approved, a return email is sent to both the user and the system administrator at the school confirming the change has been processed.
 - ➔ To reset the fields being modified back to their original values, **after** clicking the <Submit Changes to CSAC for Approval> button, click the now available <Remove Pending Transactions> button.

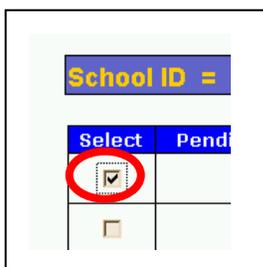


Figure 6-1: Select box

School Cost Estimate Page

Purpose

Schools provide cost estimate information annually that is used by CSAC to determine the financial need and award amounts for new Cal Grant applicants. The School Cost Estimate Page provides schools with a way to view existing cost estimates and submit updated cost estimates to CSAC. Cost estimates must be approved by CSAC before they are uploaded to the Grant Delivery System.

Page Elements

- Search Bar** The fields on this blue bar allow users to select which record to display.
 - School ID** Users identify the school to display by selecting the 8-digit school code from this drop down list. Only the schools to which the user is authorized will be displayed.
 - Academic year** Users identify the academic year for which to display cost estimates by selecting a year from the drop down box.
 - Program/Course Name** Some schools have different cost estimates for different programs offered at their school. These users can select the program cost estimates to display by selecting a program from this drop down list. An additional choice "Add program/course" will allow the user to add a new program/course.
- Cost Estimates** The list on the right displays the cost estimates used by CSAC during the prior award year to determine new Cal Grant eligibility for the students attending the selected program/school. The list on the left displays the cost estimates to be used for the current award year.
- Page Elements** Description of each of the cost estimate fields displayed on the right side of the page.

The screenshot shows the 'Cost Estimate for UNIV OF CA - DAVIS' page. At the top, there is a navigation bar with links like 'Home', 'Tools', 'Help', and 'Sign Out'. Below that is a search bar with three dropdown menus: 'School ID' (set to 00131300), 'Acad Year' (set to 2003-2004), and 'Program/Course' (set to 00-00). A table displays cost estimates for the 2003-2004 academic year, with columns for '2003-2004' and '2002-2003'. The table includes rows for 'Title IV School ID#', 'Program/Course Length', '# of Months/Clock Hours/Credit Hours', 'Required Attendance During Academic Year', 'Number of Terms Per Year', and 'Term Start Dates'. Below the table, there is a section for 'Enter 9-Month Budgets for the Following Costs' with input fields for 'Tuition' and 'Fees'. A 'Five Year Academic Programs' section is also visible. At the bottom, there is a 'Submit to CSAC For Approval' button and a 'Reset' button.

- Title IV School ID** Users identify the school for which they are updating cost estimates by typing in the federal Title IV school ID number.
- # of Months/Clock Hours/Credit Hours** The length of the program as measured in months, clock hours, or credit hours.
- Number of Terms Per Year** Select the number & type of term base for your school from the drop down list.

School Cost Estimate Page

- **Term Start Dates** Based on the selection for the Number of Terms Per Year, type the date (mm/dd/yyyy) that each applicable term begins. For example, if you are a 2 semester school, only provide start dates for the Fall and Spring semesters.
 - **Tuition Amount** Enter the annual cost of tuition for this program **based on a 9 month budget**. If the program for which you are updating or adding cost figures is longer than 9 months but less than 12, prorate the tuition costs to 9 months. For example, an 11 month program that costs \$11,000 in tuition, should be reported as \$9,000 to fit the 9 month standard.
 - **Fee Amounts** Enter any statewide fees and their associated costs here **based on a 9 month budget**.
 - **Room and Board Amounts** Enter the cost for on-campus room and board for 9 months of attendance.
 - **Five Year Academic Programs** If your school has any mandatory 5 year programs, select the program type from the drop down list. Schools may list up to three 5 year program types. If the program type is not listed in the drop down box, type it in the Other field.
4. **<Remove Pending Transaction> Button** After modifying any fields on the page and then clicking the <Submit to CSAC for Approval > button, this button must be clicked to retract the requested changes before they are processed by CSAC.
 5. **<Submit to CSAC for Approval > Button** After modifying any fields on the page, this button must be clicked to save changes for review by CSAC prior to acceptance.
 6. **<Reset> Button** Click here to remove any modifications made to any fields on the page. This button will only work if the <Submit to CSAC for Approval> button has not yet been clicked.

Access

The School Cost Estimate Page can be accessed by clicking the [Cost Estimate](#) link on the School Information Main Page (see page 2) or by clicking the [Cost Estimate](#) link on the blue submenu navigation bar.

Page Functions

Update the cost estimates for an Existing Program

1. Select the school code of the school for which to display cost estimates from the **School ID** drop down list.
2. Select the academic year for which to display cost estimates from the **Academic Year** drop down list.
3. Select the specific program (if applicable) for which to display cost estimates from the **Program/Course Name** drop down list.
4. Click the <Go!> button
 - ➔ The selected school and/or program information will populate the prior year column
- 5.. Update the fields on the current year column with the updated cost estimate figures.
 - ➔ The ability to update cost estimates will only be functioning during that time of year when update is available.
6. Click the <Submit to CSAC for Approval> button.
 - ➔ If the user ID and their Webgrants school administrator ID have an email address associated with them, they will get a confirming email when CSAC has accepted the cost estimate information.

School Cost Estimate Page

Update the cost estimates for a New Program

1. Select the school code of the school for which to display cost estimates from the **School ID** drop down list.
2. Select the academic year for which to display cost estimates from the **Academic Year** drop down list.
3. Select “Add New Program” from the **Program/Course Name** drop down list.
4. Click the <Go!> button
- 5.. Update the fields on the current year column with the updated cost estimate figures.
→ The ability to update cost estimates will only be functioning during that time of year when update is available.

School Search Page

Purpose

The School Search page allows users to search the Commission's school database to retrieve identification and eligibility information about schools that participate in the Cal Grant program.

Page Elements

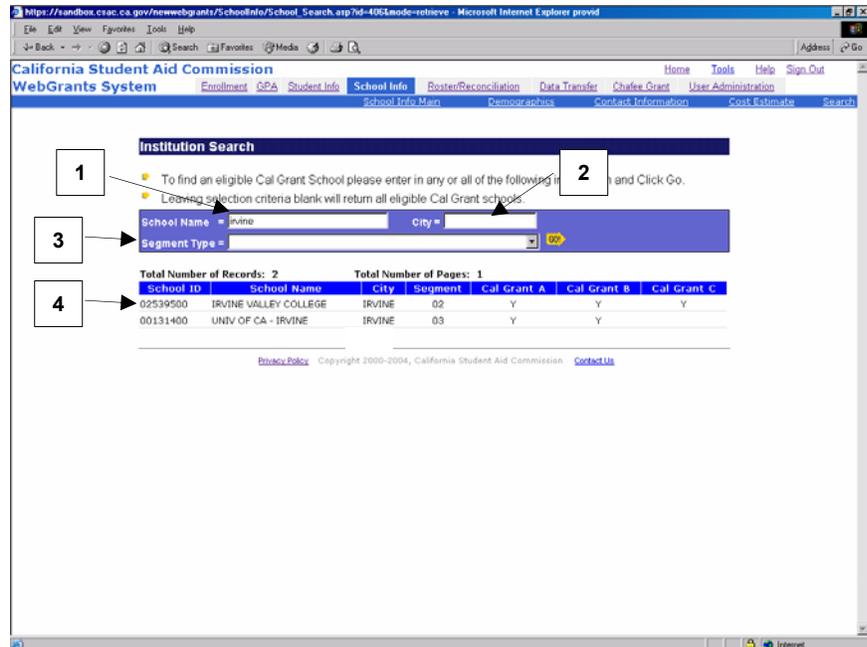
1. **School Name** To locate a Cal Grant participating school or schools by the name, or a portion of the name, type it here. NOTE: Typing a single letter in this field will NOT result in displaying schools that begin with that letter.

2. **City** To locate a Cal Grant participating school or schools by the location, type the name of the city here.

3. **Segment Type** To list all the schools of a particular segment that participate in the Cal Grant program, select a segment from this drop down box. NOTE: The **School Name**, **City** and **Segment Type** search fields can be used in conjunction with one another to narrow search results.

4. **Search Results Table** Listing the returned records based on the search criteria entered in the School Name, City, and/or Segment Type fields.

- *School ID* Federal Title IV school ID number.
- *School Name* Name of the school
- *City* City where the school is located.
- *Segment* The number of the segment to which the school belongs. NOTE: Corresponding segment names can be found in the Segment Type drop-down box.
- *Cal Grant A, B, C* A "Y" Value in one of these categories indicates the school's participation in that Cal Grant Program.



Access

The School Search Page can be accessed by clicking the [Search](#) link on the School Information Main Page (see page 2) or by clicking the [Search](#) link on the blue submenu navigation bar.

Page Functions

Search for a Cal Grant Participating School

1. Use the **School Name**, **City** and/or **Segment Type** fields to specify the search criteria for the schools to list.
2. Click the <Go!> button.
 - ➔ The records fitting the search criteria entered above will be displayed in the Search Results table.